

<p style="text-align: center;"><b>TOWN OF VIENNA, VIRGINIA</b> <b>ADMINISTRATIVE REGULATIONS</b></p>		
<p><u>Subject:</u> <b>TRAVEL POLICY</b></p>	<p><u>Regulation No:</u> 6.0</p>	<p><u>Effective Date:</u> November 19, 2008</p>
	<p>Supersedes: June 5, 1997</p>	

**I. PURPOSE**

This administrative regulation sets forth the policy of the Town regarding the payment of travel expenses for Town employees while traveling on official Town business.

**II. ELIGIBILITY FOR TRAVEL EXPENSES**

All elected and appointed officials and employees of the Town who by reason of membership in professional organizations, attendance at meetings, enrollment in training sessions, or other requirements of their official duties to travel, are eligible for travel reimbursements as defined by this policy.

**III. LIMITATIONS**

- A. Travel expenses will be reimbursed only for travel within the continental United States, unless specifically approved by the Town Manager.
- B. Expenses of the official or employee's spouse or guests will not be reimbursed by the Town.
- C. Travel time should follow the most cost efficient method available by commercial air travel. Employees electing to use other means will be reimbursed only to the extent that total costs do not exceed those which would have been available by commercial coach air travel.

**IV. SCOPE OF ALLOWABLE EXPENSES**

The following expenses qualify for reimbursement as hereinafter defined:

**A. Auto Travel-Personal Car:**

When a personal car is used, mileage shall be paid at the current rate of reimbursement authorized by the Internal Revenue Service. Travel by personal car, however, shall be limited to destinations of 250 miles from the Town of Vienna unless otherwise approved by the Town Manager.

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B. Plane Fare:

Air travel is at the coach rate only. If first-class travel is arranged, the employee will pay the difference between the coach rate and first-class travel. Air fare for the employee's spouse or guest will be paid by the employee.

C. Ground Transportation:

Expenses to and from airports, such as airport limousine, rental car, taxicab or bus transportation are qualified expenses. Road tolls and parking fees are also included.

D. Registration and Banquet Fees:

Registration fees and banquet fees as stated by the registration program of the convention are allowable. The employee will pay for the banquet tickets for his/her spouse or guest.

E. Hotel Rooms:

The Town pays only the single-room rate. If a double room is required, the employee will pay the difference between the single and double-room rate. If two employees share a double room, the double room-rate is allowable.

F. Suites:

Under certain circumstances when the Town is a host to other jurisdictions or when special facilities are required, the cost of the suite is an allowable expense. Full justification is required in order to qualify for such reimbursement.

G. Per Diem:

Per diem at the rate of \$35.00 per day is allowable for each day the meeting or training class is in session. Per diem is for overnight trips and longer. The per diem allowance is intended to compensate the employee for the cost of meals. Employees traveling for one day or less may claim actual expenses (submission of receipt required) as follows:

1. For travel requiring the employee to leave home before 6:30 am, breakfast costs will be reimbursed up to \$10;
2. For travel in which the employee returns home after 6:30 pm, dinner costs will be reimbursed up to \$15; and,

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3. Lunch costs will be reimbursed up to \$10.

H. Meals:

Business meetings where officials or employees are actually conducting Town business during mealtime are allowable. The meals of guests or other individuals may be paid if business related. Employees are encouraged to use discretion and provide proper justification before requesting reimbursement.

I. Telephone Calls:

Business related telephone calls are an allowable reimbursement. Personal telephone calls will be paid by the employee.

J. Tips:

Tips are authorized reimbursements; however, they must be reasonable (not to exceed 1 dollar per suitcase or 15% of meal costs).

K. Cleaning Expenses:

Laundry and dry cleaning expenses are not normally reimbursable. In order to be reimbursed, the travel time must exceed fifteen (15) days and the cleaning expense must be incurred as a result of specific training.

L. Miscellaneous:

Miscellaneous charges are reimbursable provided that they are directly related to the trip and approved by the Town Manager.

**V. PROCEDURE FOR FILING FOR TRAVEL APPROVAL/ADVANCE FORM**

A. The employee shall complete the Travel Approval/Advance Form.

B. The employee shall submit the form to the department head and Town Manager for approval no later than ten (10) days before the departure date.

C. The advance will not be paid more than one week prior to the date travel commences.

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D. The employee has the option of obtaining direct payment to the related vendors, being directly reimbursed after the completion of the trip or receiving a cash advancement.

**VI. PROCEDURE FOR FILING RECONCILIATION OF TRAVEL EXPENSES FORM**

A. Within five (5) working days after the completion of the trip, the employee must complete the Reconciliation of Travel Expense Form and reimburse the Town any monies to be returned.

B. A receipt, ticket stub or other appropriate document must be attached to the form to substantiate each itemized expense (excluding reasonable tips). Items not sufficiently justified may be disallowed. Receipts are not required for per diem expenses.

C. If, during the payment process, expenses disallowed by this policy are discovered, the Finance Department will charge the payment accordingly and notify the department. An example of a disallowed expense is alcoholic beverages.

D. The Finance Director will deduct from the employee's first available paycheck, in lump sum, any travel advances outstanding for more than thirty (30) days after the completion of the trip if the Travel Expense Form is not filed as required by this policy.

**VII. APPLICABLE DOCUMENTS**

Travel Authorization Form (AS 6.0-1)

***Signature of Town Manager:***



***Date:***

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